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1 JUN 1965

Director of Logistics

Chief, Planning Staff, OL

Reports Survey

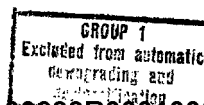
- REFS : (a) Memo to AD/L from C/PS, subject: "Proposed Formats for Statistical Reports," dated 17 August 1962.
- (b) LI 70-10, dated 20 May 1965.
- (c) Memo to All OL Divisions from D/L, subject: "Office of Logistics Operations Summary," dated 23 October 1963.
- (d) Memo to All OL Divisions from C/PS, subject: "Office of Logistics Management Analysis," dated 26 April 1964.

1. In accordance with your verbal instruction to this Staff to compile an inventory of Office of Logistics reports, all OL components were contacted and asked to provide copies of their reports for use in completing Inventory Data Sheets. The survey of the reports of the Printing Services Division (see Attachment A) has been selected as the pilot model for your review and decision concerning our future forward action in this effort.

2. The initial inquiry into the nature and basis for the various reports that are completed and maintained by OL components disclosed the need for the development of a proper reporting system to be implemented by appropriate Logistics Instructions covering the requirement for maintenance of the data, and including procedures to be used in completing the reports. Additionally, an effective mechanism should be established which would ensure a continuing effort in reports analysis and in the control and maintenance of all required report information. To accomplish these objectives, it is recommended that a Reports Management Program be developed and installed in OL. General guidelines for the development of such a program are listed below:

- a. A Reports Panel should be appointed as a working-level body to participate in the inventory, analysis, and review of all OL reports. Representation

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**SUBJECT: Reports Survey**

on this Panel should include, but need not be limited to, a member from each OL Division and Staff, the OL Records Officer, and the OL Planning Staff member as chairman of the Panel.

b. On the basis of the findings and recommendations of the Reports Panel, and subject to the approval of the Director of Logistics, a proper Reports Management Program should be installed under the direction of the OL Executive Officer who has the assigned responsibility for this function.

3. Attachment B is a suggested directive which would serve to announce the formation of a Reports Management Program, outline the program objectives, and start the action to establish the Reports Panel.



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**Attachments:**

- A. FSD Inventory Data Sheets
- B. Suggested Directive

**Distribution:**

- Orig. & 1 - Addressee
- 1 - OL/PS (Official)



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<b>TRANSMITTAL SLIP</b>		DATE 7 March 1966
TO: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px;"></span>		
ROOM NO. 702	BUILDING Magazine Bldg.	
REMARKS:  Attached are memos on our Reports Survey effort.  Our move to the Ames Bldg is scheduled to begin on 14 March. After we are installed in that building I hope to get with you for a detailed review of what we have done thus far.		
FROM: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px;"></span>		
ROOM NO. 1123	BUILDING Qtrs Eye	<span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span>
FORM NO. 241 1 FEB 55		REPLACES FORM 36-8 WHICH MAY BE USED. GPO : 1957-O-439445 (47)